



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Federal Aviation Administration  
Southern Region

1701 Columbia Avenue  
College Park, Georgia 30337

### **All Federal Contracts**

The Office of Personnel Management (OPM) has mandated that all initial and re-investigation requests received after January 1, 2009, must be processed electronically through the eQip (Electronic Questionnaires for Investigation Processing) System. To enable the FAA to meet the OPM mandate, changes have been made to the current way we process contractor security investigations (procedures enclosed). This means that after January 1, 2009, paper "Questionnaires for Public Trust Positions" (SF-85P) forms **will no longer be accepted**. Each contractor employee applying to work at an FAA facility will need to submit a Form SF-85P electronically.

FAA has developed the **Vendor Application Procedures (VAP)** to enable contract companies to submit initial information electronically for new contractor employee applicants (instructions enclosed). Information provided through the VAP will eliminate the need for the paper transmittal letter currently submitted with paper packages. Upon receipt of VAP information, an FAA Personnel Security Specialist will conduct the appropriate security checks and, if required, will initiate the contractor employee applicant into the eQIP system. The contractor employee applicant will receive an email with instructions for completing the electronic security form and instructions to mail signature pages and fingerprint cards. The contract company and the FAA Contracting Officer will receive "Interim Suitability" notification from the FAA Personnel Security Specialist via email when the applicant can begin work.

In order to have access to VAP, contract companies must designate at least two Points of Contact (Contractor POC) to enter data in VAP. When necessary, a contract company may designate up to a maximum of five POCs. To designate POCs, each contract company must provide, via email, the name, phone number, email address, and the last four of the designated contacts' social security number to the following FAA Personnel Security Specialists:

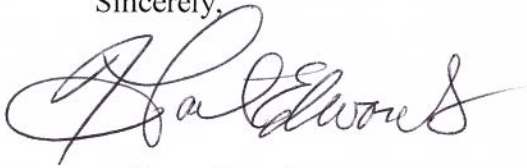
Alease Brooks	<a href="mailto:alease.brooks@faa.gov">alease.brooks@faa.gov</a>	(404) 305-6794
Janene Hamilton	<a href="mailto:janene.hamilton@faa.gov">janene.hamilton@faa.gov</a>	(404)-305-6755
Cynthia Floyd	<a href="mailto:cynthia.floyd@faa.gov">cynthia.floyd@faa.gov</a>	(404)-305-6877

Once established, the Web ID and password will be forwarded to the POC.

Questions about this new VAP procedure should be directed to the FAA Personnel Security Specialists identified above.

Please acknowledge your receipt of this letter by signing and returning a facsimile copy to me at (404) 305-5774.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gail Edwards".

Gail P. Edwards  
Contracting Officer

Enclosures

RECEIPT ACKNOWLEDGED:

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Contractor Name

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Date